



---

400 East Military Avenue, Fremont, NE 68025-5141

February, 2017

To Whom It May Concern:

---

**City of Fremont Requesting City Auditorium Conceptual Design and  
Construction Cost Estimate**

The City of Fremont, Nebraska is asking qualified consulting firms to respond to a Request for Proposal (RFP) concerning the development of a City Auditorium Conceptual Design and Construction Cost Estimate. The purpose and intent of the project is to produce a conceptual design and construction cost estimate to be used for renovation of the current City Auditorium located on 925 North Broad Street, Fremont, NE 68025.

**Proposals must be submitted to the City Clerk no later than 4:00pm, CST on Friday, March 3, 2017 at the Fremont Municipal Building, 400 East Military Ave, 2<sup>nd</sup> Floor.** Interviews with qualified firms will be held after the proposals have been reviewed. Qualified and interested firms are invited to contact the Parks and Recreation Director, Kim Koski at 402-727-2630. The City of Fremont reserves the right to accept or reject any or all proposals or any part proposal if it be deemed to be in the best interest of the City to do so.

---

Thank You.

## **INTRODUCTION**

The City of Fremont, Nebraska is asking qualified firms to respond to a Request for Proposal (RFP) concerning Conceptual Design and Construction Cost Estimate for the City Auditorium located on 925 North Broad Street, Fremont, NE 68025. The purpose and intent of the project is to produce a detailed plan for the future renovation of the City Auditorium.

## **BACKGROUND**

The Fremont City Auditorium was constructed in 1936 and has been the focus for numerous activities and events through the years. This facility is located in the heart of Fremont and within blocks of the historic downtown district. The framework of this historic building is in good condition, but the interior needs to be updated. The building consists of a large gym and balcony area with a stage, and a series of offices and breakout rooms. These rooms have been used for a variety of purposes over the course of the past 80 years.

The city recently completed a Needs Assessment and Renovation Study in October of 2015 that highlighted the current condition of the facility, a functional assessment of the facility and possible renovation concepts.

## **PURPOSE**

The City of Fremont is seeking the following:

- 1- Conceptual Design and Construction Cost Estimate for a renovation of the City Auditorium, based on information gathered from the recently completed Needs Assessment and Renovation Study and addresses and meets the needs of the City of Fremont Parks and Recreation Department, the residents of Fremont and users that reside in the surrounding area.
- 2- Schedule of work to be completed with identifiable dates for completion of each step and the process of the work plan.

## **SCOPE**

The selected firm will conduct interviews and/or group meetings with city staff, the park board, community groups, facility users, and other residents in order to gain information to determine the Renovation Plan for the facility. The selected firms will be required to hold at least two (2) community wide focus groups to gather input, as well as interviews with city staff, and the parks and recreation advisory board.

Items that must be included in the Conceptual Design and Construction Cost Estimate, but not limited to:

- Identify and Evaluate the current use of the facility, including deficiencies in use;
- Identify and Evaluate future uses of the facility;
- Identify and determine the need of the facility for both current and long term (20+ years) operation;
- Needs for office and common work space areas, as well as storage space areas;
- Needs for Multiple Meeting Rooms for Training, Conferences, and Programming;
- Condition Assessment;
- Utilization/Functionality; Profitable and Effective Use; Actual Use

- Current Facility Deficiencies, Including Building, Infrastructure, Location, Staff, Equipment, Space Requirements/Restrictions, Parking and Public Needs; Compliance with Local, State and Federal ADA and Fire Codes.
- Provide cost estimates for renovation, including all costs associated with planning, constructing, furnishing and operating a renovated facility;
- Develop multiple conceptual drawings of possible renovations
- Prepare and Present final report of findings to Parks and Recreation Advisory Board and the City Council

### **DELIVERABLES**

The City Auditorium Conceptual Design and Construction Cost Estimate is to be presented in a format and language that is “user-friendly” and accessible to the general public. Technical jargon should be kept to a minimum. The extensive use of graphics and other devices that will enhance the readability and ease-of-use of the plan is required. In addition, the consultant will be required to provide 10 hard copies and one electronic version of a final draft for review purposes.

The City of Fremont shall retain ownership of all data generated.

The consultant will be required to prepare and present final report and findings in two separate meetings, the first to the Parks and Recreation Advisory Board and the second to the City Council.

### **INFORMATION PROVIDED BY THE CITY OF FREMONT**

The City of Fremont will provide the following documents either electronically, hard copy, or via the internet:

1. City Auditorium Needs Assessment and Renovation Study, completed October, 2015
2. Parks and Recreation Master Plan, completed May, 2012
3. Current Facility Use
4. Facility Revenues/Expenses
5. Other related information needed to assist in completion of the project

### **SUBMITTAL REQUIREMENTS**

In order to be considered, five (5) copies of the proposal must be received by the City of Fremont City Clerk on or before **Friday, March 3, 2017 by 4:00pm CST**. All proposals must be in a sealed envelope marked: REQUEST FOR PROPOSAL-CITY AUDITORIUM Conceptual Design and Cost Estimate and addressed to City of Fremont City Clerk (see page 5 for address).

1. A proposed work schedule detailing the phases, tasks, and sub-tasks of the project based upon the Scope of Services in this request. Proposal must include at least 2 Community Wide meetings, etc.
2. A detailed time line for the completion of the project, showing timing for each phase, task, and subtask identified above.

3. A detailed organizational chart and management approach, including descriptions of the use of any subcontractors.
4. A brief description of the proposed team, identifying each key member, their respective responsibilities, and the anticipated percentage of their time to be allocated to this project.
5. A description of the proposed final format for the City Auditorium Conceptual Design and Construction Cost Estimate.
6. A statement of qualifications and relevant experience, including dates when past projects were completed and the contract amount.
7. A list of at least five (5) references for previously developed recreational/public building Needs Assessment and/or Renovation projects, including names, titles, addresses and telephone numbers.
8. A fixed fee to accomplish the scope of work described above. In addition, the proposal is to list the cost for each phase of the project, individual costs for extra hard copies, costs for additional meetings as necessary, and any additional supplemental charges.
9. An acknowledgement that no member of the project team has had any communications with any member of the City Council prior to the issuance of this Request for Proposal. Any such communication must be documented in the proposal. This should include the team member, the official(s) they discussed the project with, and the frequency of such communication.

### **SELECTION PROCESS**

The Parks and Recreation Director for the City of Fremont will serve as the project manager and others will likely be involved in the selection process.

The following criteria will be closely evaluated during the consultant selection process:

- Cost/length of project (35%)
- Firms Qualifications (30%)
- Relevant past project experience of firm (15%)
- Relevant past project experience of personnel (10%)
- Past history with client (5%)
- Proposal completeness (5%)

Interviews will be scheduled after a selection committee has ranked each proposal and will choose three to five firms/teams to make a presentation regarding their team, project approach, and past experience.

The City Administrator or his designee(s) will attempt to negotiate an agreement with the top ranked firm. If no agreement can be reached with the top ranked firm, that firm shall be dismissed and staff shall proceed with discussions with the second ranked firm. This process

may be repeated as many times as necessary until an agreement can be negotiated that is satisfactory to both parties.

The City of Fremont reserves the right to be the sole judge of the suitability of the proposed services for its intended use, and further specifically reserves the right to make the award in the best interests of the City of Fremont.

During the selection process, as well as during the course of the project, it is the City's intention to have the Parks and Recreation Director serve as the point of contact for all discussion relating to the development of the City Auditorium Needs Assessment and Renovation Study.

#### **OTHER INFORMATION**

The City of Fremont reserves the right to reject any and all proposals, or to contact any submitting organization or reference prior to award for explanations or clarification. The City reserves the right to waive any technicalities and to award to the most responsive and responsible submitting organization. All working documents, electronic and written, shall remain the property of City and shall be delivered to the City upon completion of the work. The Consultant shall, during the performance of the contract, keep in force a limit of Insurance similar to current industry standards.

Proposals shall remain in effect for 90 days after their submission.

The consultant shall adhere to a drug-free workplace and non-discrimination policy during the period of the contract for this project.

The consultant will also be subject to all E-Verify requirements of the City.

The City of Fremont is a tax exempt organization.

#### **MAILING ADDRESS AND CONTACT INFORMATION**

Individuals responding to this solicitation should mail or deliver proposals to:

City of Fremont

Tyler Ficken, City Clerk

City Clerk

400 E Military Avenue

Fremont, NE 68025

Note: While proposals will be collected by the City Clerk, please address them to the Parks and Recreation Director.

All inquiries regarding this specific project should be directed in writing or by e-mail to:

Kim Koski

Parks and Recreation Director

City of Fremont

400 E Military Avenue

Fremont, NE 68025

Phone: (402) 727-2630

Email: kim.koski@fremontne.gov